

BOARD MEETING DATE: May 2, 2025

AGENDA NO. 18

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, April 11, 2025. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Vanessa Delgado, Chair
Administrative Committee

SN:cb

Committee Members

Present: Chair Vanessa Delgado, Committee Chair
Vice Chair Michael Cacciotti
Mayor Pro Tem Larry McCallon
Supervisor V. Manuel Perez

Call to Order

Chair Vanessa Delgado called the meeting to order at 10:08 a.m.

For additional details of the Administrative Committee Meeting, please refer to the [Webcast](#).

DISCUSSION ITEMS:

1. **Board Members' Concerns:** No Board Members' concerns to report.
2. **Chair's Report of Approved Travel:** No travel was reported.
3. **Report of Approved Out-of-Country Travel:** No out-of-country travel was reported.

4. **Review May 2, 2025 Governing Board Agenda:** Chief Operating Officer Susan Nakamura reported that the item regarding an MOU and contract with Riverside County for an AB 617 Eastern Coachella Valley pavement project is going to be moved to the June Board meeting. Ms. Nakamura also highlighted that there is a Set Hearing for Rule 462 for organic liquid loading and Rule 1171 for solvent cleaning operations. There will be a carry-over presentation from the April Board Meeting on Incident Response, a Public Hearing for the Fiscal Year 2025-26 proposed budget and Proposed Amendments to Regulation III for fees, and a Public Hearing on vacancies and recruitment efforts. For additional information, please refer to the [Webcast at 2:24](#).
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** This item was moved to Action Items as approval from the Administrative Committee is needed. For additional information, please refer to the [Webcast at 3:20](#).
6. **Update on South Coast AQMD's Internal Engagement Activities:** Anissa Heard-Johnson, Deputy Executive Officer, Community Engagement and Air Programs, provided an update on agency efforts, seasonal events, cultural displays, Statewide Working Group, and discussed Inez Fung for Fabulous Female Friday. For additional information, please refer to the [Webcast at 3:53](#).
7. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer, reported on the status of various projects.

Vice Chair Cacciotti inquired about the webpage update. Mr. Moskowitz responded that it was an update to the underlying infrastructure resulting in faster load times.

For additional information, please refer to the [Webcast at 9:42](#).

8. **Report on South Coast AQMD Vacancies, and Recruitment and Retention Efforts for 2024:** John Olvera, Deputy Executive Officer, Administrative & Human Resources, reported that consistent with AB 2561 which was signed into law in 2024, the May Board meeting will have a Public Hearing to report vacancies, recruitment and retention at the agency for calendar year 2024.

Mayor Pro Tem McCallon inquired if there was any impetus of why the bill came about. Mr. Olvera indicated that he did not know the particulars about the reason behind the bill but the sponsors were looking at transparency and the ability to fill vacancies in a timely manner. Mr. Olvera also noted that this new law requires reporting once a year before the budget gets approved.

Vice Chair Cacciotti mentioned that other agencies have reduced staff and inquired whether this has impacted our hiring efforts. Mr. Olvera indicated that we are seeing a growth in hiring pools and level of expertise.

Supervisor Perez inquired about the author of the bill and who brought the bill to the author. Mr. Olvera indicated that he was unsure, but knew that there was union involvement with support and did not have knowledge of any unions from the District being involved.

For additional information, please refer to the [Webcast at 11:51](#).

ACTION ITEMS:

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There were three new proposals for the compensation of Board Consultants for Supervisor Janet Nguyen: Charles Hahn, Diane Nguyen and Tina Tran. The contracts will be effective from March 7, 2025 through June 30, 2025. There was one modification proposal for the compensation of Board Consultant for Councilmember Brenda Olmos: Marisela Santana. The contract modification will be effective from March 1, 2025 through June 30, 2025. For additional information, please refer to the [Webcast at 3:20](#).

Moved by Cacciotti; seconded by McCallon, unanimously approved.

Ayes: Cacciotti, Delgado, McCallon, Perez
Noes: None

9. **Authorize Purchase of OnBase Software Support:** Mr. Moskowitz reported that this action is to obtain approval for the sole source purchase of OnBase Software subscription and support for one year in an amount not to exceed \$210,000 and funds are included in the Information Management budget. For additional information, please refer to the [Webcast at 17:26](#).

Moved by Cacciotti; seconded by McCallon, unanimously approved.

Ayes: Cacciotti, Delgado, McCallon, Perez
Noes: None

10. **Authorize Purchase of Virtual Meeting Software Support:** Mr. Moskowitz reported that this action is to obtain approval for the purchase of Zoom subscription and support for one year in an amount not to exceed \$130,000 and funds are included in the Information Management budget. For additional information, please refer to the [Webcast at 18:20](#).

Moved by McCallon; seconded by Cacciotti, unanimously approved.

Ayes: Cacciotti, Delgado, McCallon, Perez
Noes: None

11. **Amend Contract to Provide Short- and Long-Term Systems Development, Maintenance and Support Services:** Mr. Moskowitz reported that this action is to amend the contracts for additional system development requests and funds are available in the Information Management budget. For additional information, please refer to the [Webcast at 18:56](#).

Moved by McCallon; seconded by Cacciotti, unanimously approved.

Ayes: Cacciotti, Delgado, McCallon, Perez
Noes: None

12. **Approve Compensation Adjustments for Board Member Assistants and Board Member Consultants for FY 2025-26:** Sujata Jain, Chief Financial Officer, reported that this item is a routine item for the allocation that goes to Board Member Assistants and Consultants and will be in the budget for Fiscal Year 2025-26.

Mayor Pro Tem McCallon inquired about the Administrative Code and the allocation for the Chair and Vice Chair last being updated in 2016. Chief Operating Officer Susan Nakamura noted that we will look into it being updated. Mayor Pro Tem McCallon also asked for the formula to calculate the points to get understanding and visibility into the Board letter and not just the Administrative Code.

Chair Delgado agreed that it is best to be transparent and Chief Operating Officer Susan Nakamura reaffirmed that it will be looked into.

For additional information, please refer to the [Webcast at 19:25](#).

Moved by Cacciotti; seconded by McCallon, unanimously approved.

Ayes: Cacciotti, Delgado, McCallon, Perez
Noes: None

13. **Transfer Funds Between Major Objects and Execute Purchase Orders for AQ-SPEC Program:** Dr. Jason Low, Deputy Executive Officer, Monitoring & Analysis, reported that this item supports the AQ-SPEC program and requests approval to transfer \$60,000 between Major Objects and to issue a purchase order for a piece of air monitoring equipment. For additional information, please refer to the [Webcast at 23:56](#).

Moved by McCallon; seconded by Cacciotti, unanimously approved.

Ayes: Cacciotti, Delgado, McCallon, Perez
Noes: None

WRITTEN REPORTS:

14. **Annual Report for the Young Leaders Advisory Council:** Dr. Heard-Johnson stated that this report shares the insights of the past year for the Young Leaders Advisory Council and also stated that they are looking forward to meeting Chair Delgado at an upcoming meeting. For additional information, please refer to the [Webcast at 24:55](#).
15. **Letter from the Local Government and Small Business Assistance Advisory Group to the Governing Board:** Lisa Tanaka, Deputy Executive Officer, Legislative, Public Affairs & Media, stated that the letter is regarding Proposed Amended Rules 1111 and 1121 from a Special Local Government and Small Business Assistance Advisory Group meeting on March 21, 2025 when an update on the Proposed Amended Rules was presented. For additional information, please refer to the [Webcast at 26:04](#).

OTHER MATTERS:

16. **Other Business:** There was no other business to report.
17. **Public Comment:** There was no public comment.
18. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, May 9, 2025 at 10:00 a.m.

Adjournment

The meeting was adjourned at 10:34 a.m.

2024 Annual Report of the Young Leaders Advisory Council

Executive Summary

The Young Leaders Advisory Council (YLAC) had a productive year, advancing our goals of engaging young adults on air quality, environmental justice, and sustainability issues. Throughout four quarterly meetings, YLAC members provided valuable feedback, participated in meaningful discussions, and contributed to South Coast AQMD's community outreach efforts. Our committee members are proud to present this year's accomplishments and outline goals for the coming year.

Background

As per adherence to the YLAC charter, annual reporting is essential to document the council's activities, accomplishments, and areas for future focus. This report identifies YLAC's progress in fostering youth engagement in air quality and environmental justice. By summarizing the YLAC's efforts and feedback provided over the past year, the annual report provides South Coast AQMD and the public with insight into the perspectives and contributions of younger generations.

In alignment with the YLAC charter, key elements of this report include summaries of quarterly meetings, notable accomplishments, areas of impact, and goals for the upcoming year. This overview ensures YLAC's continued alignment with its charter objectives and facilitates accountability and growth in advancing environmental advocacy among young leaders.

Membership Overview

YLAC members, representing Los Angeles, Riverside, San Bernardino, and Orange counties, bring perspectives from various backgrounds, including air quality, community perspectives, education, healthcare, and transportation, through a youth lens (under the age of 35). In 2025, YLAC transitioned under the Community Engagement and Air Programs (CEAP) department. CEAP's recruitment efforts have yielded positive results, ensured a robust membership and contributed to the committee's consistent attendance. In 2024, we had five members transition out of YLAC; three of those five accepted permanent positions within South Coast AQMD – an encouraging sign of the growth and career advancement YLAC facilitates.

Attendance

Since the beginning of 2024, YLAC has successfully met quorum at each meeting, reflecting an increased commitment and a renewed sense of purpose within the group.

February: 20 out of 20 members attended

May: 13 out of 18 members attended

August: 12 out of 18 members attended

November: 11 out of 19 members

Goals & Key Accomplishments 2024

YLAC members identified through a survey administered in February 2024 what they hoped the committee would achieve in 2024. Those agreed upon goals were to increase YLAC members' awareness and engagement in community, increase youth involvement and insight into air quality issues and concerns, address environmental community concerns, and increase awareness of South Coast AQMD resources.

Increase YLAC Awareness and Engagement in Community:

During each meeting, YLAC members provided updates on community-related resources and activities. Members increased their awareness of air quality and sustainability, particularly for youth within their represented regions during these regular community check-ins.

Increase Youth Involvement and Insight into Air Quality Issues and Concerns:

August 2024 – SCAG presented on the Pollution Reduction Grant Comprehensive Climate Action Plan for the Los Angeles – Long Beach – Anaheim Metropolitan Statistical Areas to YLAC members for the purpose of gaining their perspectives and providing best practices for environmental justice advocacy.

November 2024 – Legacy Los Angeles, a community-based organization that empowers youth by providing youth alternatives to gangs and violence, helping them reach their full potential and transform their lives and communities spoke to the YLAC. Leg. Legacy provided an overview of their organization, best practices, successes, and methodologies for engaging and retaining youth involvement in their environmental justice efforts.

Address YLAC Environmental Justice Concerns:

For their onboarding, all members of YLAC received Justice and Educational Development Initiatives (JEDI) Book Club resources as reference materials:

From the Inside Out: The Fight for Environmental Justice within Government Agencies (Urban Industrial Environments) by Jill Lindsey Harrison

The Color of Law: A Forgotten History of How Our Government Segregated America by Richard Rothstein

May 2024 – CEAP staff facilitated a JEDI training to YLAC members with a video and discussion on the documentary *Segregated by Design*, which explored systemic and historical environmental injustice.

Increase Awareness of South Coast AQMD Resources:

February 2024 – YLAC Members received a training on the Brown Act from South Coast AQMD’s Legal Division.

May 2024 – During the CEAP presentation on AB 617, YLAC members provided input to South Coast AQMD on how to engage communities affected by air pollution, suggesting outreach via social media, local businesses like laundromats, and other potentially untapped resources, as well as at events happening within their communities.

August 2024 – YLAC members received an interactive demonstration of the Mobile Air Monitoring Platform and discussed new transportation initiatives like hydrogen fuel cells and high-speed rail.

Proposed YLAC Goals for 2025

Increase Youth Engagement in Environmental Justice Activities, Events and Resources:

Participate in youth-targeted events and workshops to represent the youth voice for all communities..

Increase Public Health and Air Quality Equity Awareness:

Support initiatives that reduce health disparities in communities affected by air pollution.

Strengthen Collaboration with Educational Institutions and Environmental Organizations:

Encourage partnerships with schools to integrate air quality education into curriculums. Foster collaborative learning sessions with environmental organizations to share insights, best practices, and recent advances in air quality management.

Looking Ahead:

YLAC remains committed to being a bridge between young leaders and South Coast AQMD, ensuring that the concerns of youth and disproportionately impacted communities are heard. The council will continue to offer insights that advance community issues to ensure clean air for all.

Acknowledgments

South Coast AQMD wants to thank the YLAC members for their dedication and thoughtful contributions.

March 21, 2025

South Coast AQMD Board Members
21865 Copley Drive
Diamond Bar, CA

Subject: Concerns Regarding Proposed Amendments to Rules 1111 & 1121

Dear Governing Board Members,

The Local Government & Small Business Assistance (LGSBA) Advisory Group values AQMD's commitment to improving air quality and protecting public health. Clean air is a shared priority, and we support efforts to reduce emissions in a way that is both practical and sustainable. However, we have significant concerns about the financial burden and lack of outreach associated with the proposed amendments to Rules 1111 and 1121, particularly given today's economic challenges.

Financial Burden on Homeowners and Multifamily Units

The cost of implementing these rules is substantial. Homeowners transitioning from natural gas to zero-NOx appliances could face \$8,000 to \$20,000 in total costs, including the appliance itself, necessary electrical upgrades, rewiring, and potential panel replacements. Multi-family property owners face even greater costs, as retrofitting multiple units could require tens of thousands of dollars in infrastructure upgrades, costs that will inevitably be passed on to renters—worsening housing affordability in an already strained market. Not to mention the challenges and costs to landlord associated with relocating a tenant during construction, which can be a significant disruption to their lives.

Impact on Small Businesses

Small businesses, especially those in HVAC, construction, and equipment distribution, will struggle to comply with these changes. The proposed transition could increase equipment costs, limit consumer choice, and result in job losses, particularly for small, family-owned businesses. Many companies are still recovering from the economic disruptions of recent years and cannot afford such drastic shifts without more financial support and flexibility.

Lack of Public Awareness and Outreach

One of the most concerning aspects of these amendments is the lack of clear and widespread communication to those who will be most affected. Many homeowners, landlords, and small business owners are unaware of the pending regulations, the financial impact, or the steps required for compliance. Major policy changes of this nature should not move forward without extensive public outreach, education, and engagement to ensure that those impacted have a voice in the process.

A More Balanced Approach

We urge AQMD to take a more measured and transparent approach that prioritizes both environmental progress and economic realities by:

- Expanding financial incentives to help offset the high upfront costs for homeowners and multifamily property owners.
- Providing a longer implementation timeline to allow businesses and residents to adapt gradually.
- Enhancing public outreach and education to ensure that all impacted stakeholders are informed and prepared.

While we support efforts to improve air quality, it is essential that these regulations do not place undue financial strain on residents, small businesses, and property owners. We encourage AQMD to reconsider its approach and work towards a solution that protects both public health and economic stability.

Sincerely,

SCAQMD Local Government & Small Business Assistance Advisory Group